



13394 W. Trepania Road Hayward, WI 54843
715-634-9360 Fax 715-634-9228

***Outreach & Shelter Serving Adult & Child Victims of Domestic, Sexual, Elder,
Stalking, & Dating Violence***

*****JOB ANNOUNCEMENT***
ELDER ABUSE ADVOCATE**

POSTING DATE: July 02, 2018

CLOSING DATE: July 19, 2018

GENERAL DESCRIPTION:

This full time position will address and support the advocacy needs of the Elder population affected by violence/abuse in their families and seek to break the intergenerational cycle of violence.

SALARY: Non-exempt. \$10.00 - \$11.00 per hour commensurate with experience. Position is grant funded.

QUALIFICATIONS:

- High School Diploma
- Associates Degree in related field or 2 years equivalent of education and experience.
- Ability to pass a criminal background check.
- Ability to pass an initial drug test and random tests thereafter.
- Possess a valid Wisconsin Driver's License and Automobile Insurance.
- Outstanding oral and written communication skills.
- Knowledge and understanding of the effects of domestic and sexual abuse/violence for Elder victims.
- Ability to communicate effectively, problem solve, and work well with people from diverse backgrounds.
- Must be able to work independently with limited direction and meet deadlines.
- Must be able to maintain confidentiality.
- Organized, detail oriented and flexible.
- Able to identify and respond to shifting priorities.
- Flexible hours, e.g. some evenings and weekends.
- Bi-lingual a plus.

REPORTS TO: Oakwood Haven Director

EXPECTATIONS:

- Ability to recognize the need for professional intervention, to be non-judgmental and to be motivated to learn from direct experience as well as from training and supervision.

RESPONSIBILITIES:

- Prepare intake and screen Elder victims for physical, emotional, financial and safety needs.
- Provide emotional support, advocacy, crisis intervention and referrals to help an elder acknowledge, understand and process their feelings resulting from the violence in their family.
- Support non-violent, non-confrontational communication skills.
- Develop and promote safety skills in order to protect an Elder in his/her home.
- When appropriate, develop individual plans addressing needs and problems.
- Maintain client files in an objective manner, including dates, types of service provided, goals, age, gender and type of abuse.
- Provide information and resources to elders about legal options available to them and assist in completing and filing protection orders when appropriate.
- As appropriate, work with Sexual Assault Advocate/s; Nursing Staff/ Oakwood Haven Advocates to promote sexual assault evidentiary exams and support Elder victims through hospital assessment and collection of evidence.
- Work collaboratively with Oakwood Haven staff to promote and facilitate support groups for Elder victims of domestic abuse and sexual violence.
- Work collaboratively with other tribal, county and state Elder Abuse Program/s.
- Maintain information regarding community services and referral options, networking with other agencies providing services and current information to Elders.
- Attend trainings at tribal, local, county and state levels as appropriate and required.
- Plan, coordinate and implement Elder abuse trainings/activities and events.
- Collect, record and report data as required by funding source.

REQUIREMENTS:

- Travel throughout Lac Courte Oreilles and Sawyer County and surrounding communities as needed.

- Willingness to serve on an on-call, on-scene response team along with the DV/SA Advocates and other disciplines as necessary.

APPLICATION PROCEDURE

Submit complete LCO Employment Application, resume, at least three (3) personal letters of references, and any other supportive documents. Resume should be type written, indicating personal information related to position for which applicant is applying, education, experience, professional and/or community involvement and availability. Individuals with disabilities are encouraged to apply. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

Mail information to:

Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, Wisconsin 54843

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.